



**UNITED SOUTH END
SETTLEMENTS**

Workforce Readiness

Free adult education courses
for those truly committed to learning

Information Session
Come and Learn about our programs
Thursday, September 1, 2016 at 11:00 AM

Adult Basic Education (ABE)

- Basics
- Preparation for HiSET (formerly GED)
- HiSET Study and Test Taking

Day Classes: Monday – Thursday 9:15 - 2:15
Evenings Tuesday and Thursdays 5:30 - 8:30

English for Students of Other Languages (ESOL)

- High Beginning to Low intermediate
- Low Intermediate to High Intermediate

Day Classes Only: Tuesdays - Fridays
9:15 to 2:15

Interviews and Assessments happening NOW
Classes start September 12
Call Trish at (617) 375-8110 to make an appointment
Or email: pgaquin@uses.org

Microsoft Office Administrative Training

Eligibility Requirements:

- ☐ Be a Boston resident
- ☐ Have a high school diploma or equivalent
- ☐ Be able to type at least 18 wpm
- ☐ Pass assessments
- ☐ Have at least 12 months of work experience
- ☐ Provide 2 professional references
- ☐ Must be willing and able to work

Monday – Thursday 9:30 AM – 2:30 PM

Fridays 9:30 AM – 12:30 PM

Need to have: H.S. diploma, Work experience and able to work, Type 18 wpm, 2 Professional References

Interviews and Assessments happening NOW
Classes start September 26 (12 weeks)
Call Leah at (617) 375-8196 to make an appointment
Or email: lsamura@uses.org

United South End Settlements offers students:

- ☐ Dedicated, experienced, patient, encouraging, and supportive teachers and staff
- ☐ Education, career development and computer skills instruction
- ☐ Individualized tutoring for program participants
- ☐ Personalized attention in small, interactive classes
- ☐ Job and career preparation services including the “soft skills” required by employers
- ☐ Attractive, wheel-chair accessible, and student friendly learning environment

Near the T: Orange, Green, and Silver lines
Harriet Tubman House: 566 Columbus Avenue – Boston, 02118

www.uses.org